

25 February 1963

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Dear Phil:

I am writing as a follow-up to our conversation of several weeks ago regarding the wind-up of our present contract and the outlook for future business between [redacted] and this activity.

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The status of the Task Orders under the present contract is as follows:

Task Order 1 - Completed

Task Order 2 - Work initially envisioned under the contract is completed. However, we shall be advising you by memorandum shortly to bill the costs of Mr. [redacted] services to this Task Order.

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Task Order 3 - Completed with the exception of the Lite-Tronics panel for the briefing room. We understand that you are working with the manufacturer to iron out certain problems in the specifications for this panel and trust this issue will be resolved soon.

Task Order 4 - Cancelled by us after minimum expenditure.

Task Order 5 - Currently being worked on by Mr. [redacted] in accordance with ground rules which I set forth to you and him.

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Task Order 6 - Completed

Task Order 7 - All Special Procedures Manuals are still being worked on by [redacted] We understand that drafts of the Tables of Contents are being shipped to us this week for review and modification as necessary.

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Task Order 8 - This is the basic management task which we assume is now sharply tapering off owing to the substantial completion of the substantive parts of the contract.

In summary then, the bulk of the work under the current contract is essentially complete with the exceptions noted above, and, for all practical purposes, our relationships as set forth in this contract will soon be at an end.

Turning to the subject of future business with [] I have little of a concrete nature to offer at this time. In accordance with your statement during our last conversation to the effect that [] was not in the habit of preparing proposals or soliciting business in the "systems" field, you may expect us to contact [] to determine company interest in any projects which we feel might benefit from [] participation or contributions. Should we require any alterations or additions to our present facility requiring architectural or engineering services, this office would recommend that [] be contacted.

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With best regards,

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Distribution:

- O&1 - Addressee
- 1 - Logistics/Proc. Div.
- 2 - NPIC/AS
- 1 - NPIC/AS/LB
- 1 - NPIC/OD

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NPIC/OD [] (19 Feb 63)